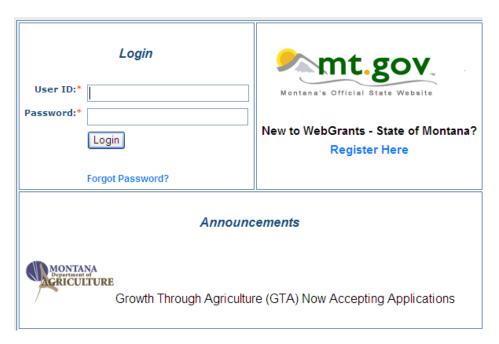
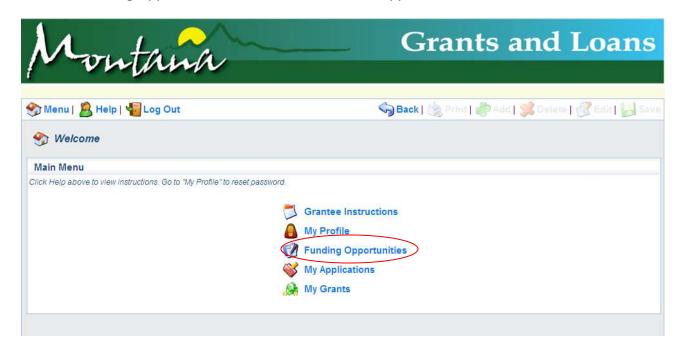
## Local Cooperative – CONTINUING – Instructions

Enter your User ID and Password to login to WebGrants <a href="https://fundingmt.org">https://fundingmt.org</a>.



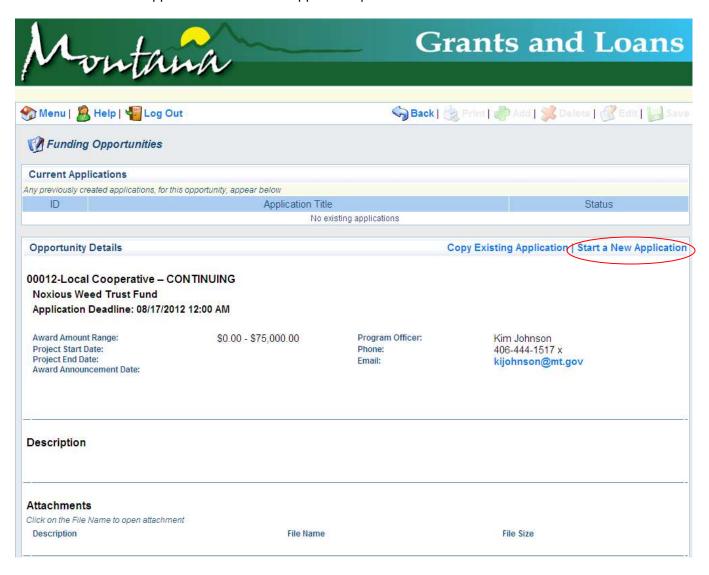
Click on "Funding Opportinuties" to view all Trust Fund opportunities.



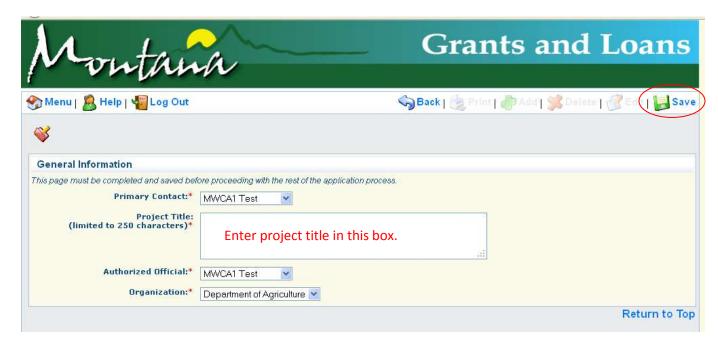
Click on "AGR NWTF 2012 LC – Continuing" in the Opportunity Title column.

ID	Agency	Program	Opportunity Title	Application Deadline
00973 D	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 Education	03/16/2012
00983 D	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 LC - Continuing	03/16/2012
00979 D	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 Research	03/16/2012
00982 D	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 LC - New	03/16/2012

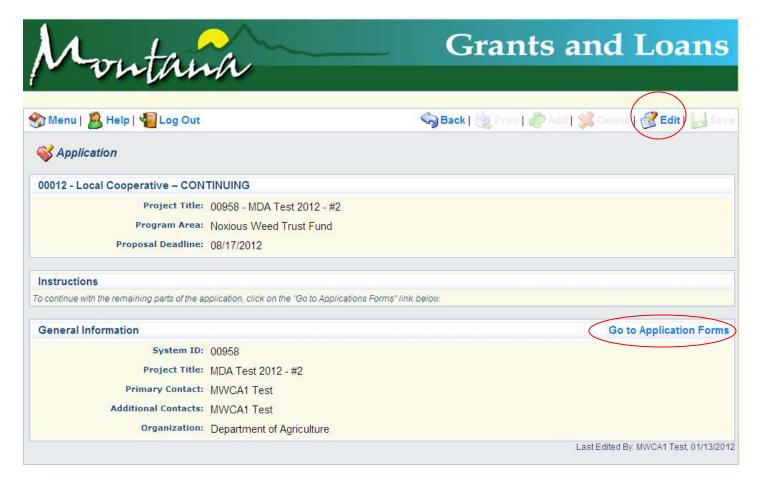
Click on "Start a New Application" to start the application process.



Enter the name of the project in the "Project Title" text box. Then click on "Save" (at the top right).

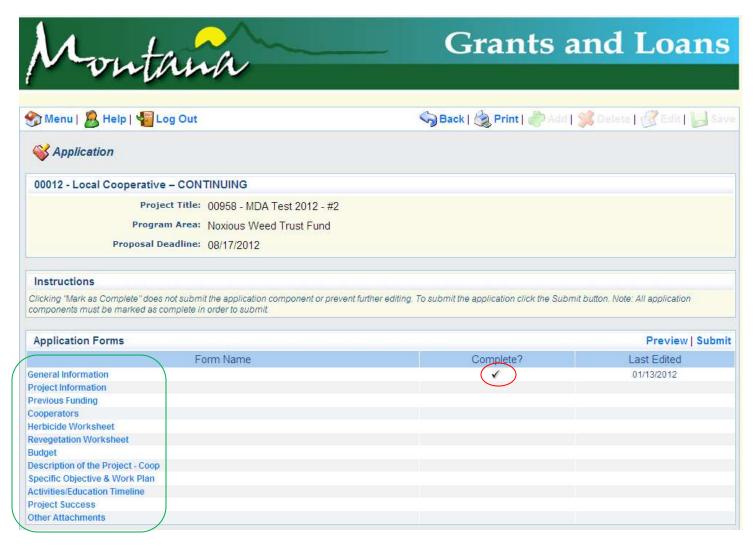


This screen allows you to make changes to the project title by clicking on "Edit" or to continue to the application forms by clicking on "Go to Application Forms".



You can see all the forms that need to be completed for this type of application. <u>REMEMBER</u>: the column "Complete?" must have a check mark in it for each form before WebGrants will allow the application be submitted.

Now, you can click on any form and begin filling in the required information for that form. Please use the "Other Attachments" form to attach project area map(s). The file size maximum of these maps is 10 MB. Please compress large file sizes to the 10 MB or less. This allows the Advisory Council to open these large files in a timely manner.



Each form has instructions on how to save and edit the entered information. <u>Time Saver Tip:</u> you can copy existing grant application information from your Word or Excel file and paste it into the form you are working on in WebGrants.